

1. OVERVIEW

Subject area	Internship
Degree	Bachelor's Degree in Sport Management
School/Faculty	School of Exercise and Sport Sciences
Year	4th
ECTS	12 ECTS
Type	Compulsory
Language(s)	Spanish
Delivery mode	On campus
Semester	2nd
Year	25-26
Coordinating professor	Carolina López Chaves
Teacher	

2. INTRODUCTION

The Internship is a compulsory subject area on the approved syllabus for the Bachelor's Degree in Sport Management at Universidad Europea.

This subject area is considered a fundamental area of learning as it is designed to provide real-life experiences that complement the theoretical knowledge acquired on the degree programme.

In the conceptual descriptions provided in the degree syllabus, this subject area is described as:

Student work placements that aim to provide direct experience in any field of physical activity or sport, as well as experience of applied research techniques.

It is clear that internships provide the best opportunity for students to develop and apply all the knowledge acquired during their time at university.

This guide brings together all the relevant information in a clear and simple way, providing a valuable point of reference and resource for finding the answer to most questions about this subject area.

We recommend that you read this document carefully and use it as a point of reference for the subject area. Any questions or queries about the subject area should be directed to your respective internship tutors and/or the subject area coordination team.

We hope this guide will be useful for all partner centres, teaching staff and students involved in the Internship subject area.

3. SKILLS AND LEARNING OUTCOMES

Knowledge

CON02. Describes the design of an entrepreneurship and business development process, from its conceptualization to its implementation and evaluation, taking into account the individual and contextual characteristics of the company, as well as the historical, technical and ethical principles.

CON06. Describes the construction and operation processes of different sports facilities.

CON07. Knows the key aspects in team management, the communication and the human resources management in the sports environment.

Skills

HAB01. Develops optimal strategic and analysis tools for sports management.

Competence

COMP1. Design and apply the methodological process in different contexts and in all sectors of professional intervention in sports management.

COMP11. Apply the acquired knowledge, skills, and competencies in practical and integrative ways in professional environments related to sports management.

4. CONTENTS

The objective is to place the student in a learning scenario in a real work environment that allows them to build and apply knowledge in an integrative way and involve them in professional reality.

5. TEACHING-LEARNING METHODS

The types of teaching-learning methods are as follows:

- Experience-based learning.
- Project-based learning.

And also:

Conducting the Objective and Structured Competence Assessment (OSCE) at the European University of Madrid.

6. LEARNING ACTIVITIES

The types of learning activities, plus the amount of time spent on each activity, are as follows:

On campus:

Learning activity	Number of hours
Independent working	30h
Drawing up reports and written work	55h
Internship in companies	210h
Tutorials	5h
TOTAL	300h

The subject area is designed for students to put into practice in a professional setting the skills and competencies developed during the degree programme.

7. ASSESSMENT

The assessment systems, plus their weighting in the final grade for the subject area, are as follows:

On campus:

Assessment system	Weighting
Internship tutor's report	45%
Drawing up reports and written work	50%
Assessment of the report by the faculty tutor	5%

The following table shows the main activities included in the subject area and the general assessment criteria for each activity.

Activity (assessable/learning)	Assessment criteria
Activity 1: Preparation of the work placement review	Adherence to the structure proposed in each area. Format and editing of the document. Depth and quality of the content in each section.
Activity 2: Writing the work placement reflective journal.	Completeness of the entries in the work placement journal. Depth of reflection. Professionalism in the way that opinions and statements are expressed in the journal.
Specific learning activities in each specialist area.	The assessment criteria for the various activities are included in the corresponding annexes to this guide.

The learning process will be assessed in the three areas described below (see annex), along with the general assessment criteria and the weighting of each area in the overall grade for the subject area:

Assessment area	General criteria	Weighting
1. Work placement review and reflective journal. (drawing up reports and written work)	Adherence to the structure proposed in each area. Format and editing of the document. Depth and quality of the content in each section. Completeness of the entries in the work placement journal. Depth of reflection. Professionalism in the way that opinions and statements are expressed in the journal.	30%
2. Performance at the centre (report by the tutor at the internship centre)	Integration in the work team at the organisation. Proven proactive approach. Punctuality and attendance. Overall assessment of the student.	45%
3. Proven responsibility during the process at the faculty (assessment by the faculty tutor).	Submission of all documents requested in advance of the placement. Punctuality and attendance at meetings and tutorials. Completion of the proposed activities.	5%
OSCE	Conducting the Objective and Structured Competence Assessment (OSCE) at the European University of Madrid.	20%

Activities should always be submitted in line with the requirements and criteria stated in this guide, and they should always be submitted on the internship assessment platform "UE_Evalua" (<https://uevalua.es/afus/acceso.aspx>).

The work submitted to complete the assessable tasks should be original in all cases. To avoid difficult situations, please only submit work that you yourself have done. Check the Universidad Europea regulations for more information.

In all cases, at the end of the assessment process, your level of learning will be recognised and expressed as a numerical grade in line with the provisions of the legislation in force.

On the Virtual Campus, when you open the subject area, you'll find all the details of your assessable tasks and the deadlines and assessment procedures for each task.

7.1. Ordinary exam period

To pass the subject area in the ordinary exam period, you will need a minimum grade of 5 on a scale of 0 to 10 in each part of the assessment to calculate the weighted average grade.

If you do not achieve a minimum combined grade of 5 for the work placement review and journal in the ordinary exam period, you would need to resubmit both the review and the journal in the extraordinary exam period before the corresponding deadline. In this case, the ordinary exam period grade would be the grade achieved in the assessment of the review and journal that was below 5, even if the final weighted average grade for the overall assessment is higher than 5.

If you do not achieve a minimum grade of 5 in the average for the tutor assessment, you would need to resit the whole subject area in the official extraordinary exam period, completing a new work placement and producing a new review and reflective journal. In this case, the University cannot guarantee that the work placement will be with an organisation in the same specialist area as the first placement. In this case, the ordinary exam period grade would be the grade achieved in the average of the tutor assessment that was below 5, even if the final weighted grade for the four assessment areas is higher than 5.

A number of rules are applicable to all students over the course of the subject area. If you do not abide by these rules, you will lose the right to assessment in the ordinary exam period. Don't forget to read these rules in *Annex 5: General regulations and key considerations*, and please follow them meticulously.

Both the work placement review and journal should be submitted on the internship assessment platform "UE_Evalua" (<https://uevalua.es/afus/acceso.aspx>), and they should be submitted together in a single pdf. Any submissions outside of this platform, after the corresponding deadline or in any format other than the stipulated format will not be accepted. Any work submitted under these conditions will be graded 0.

If you submit work that is found to fully or partially plagiarise the work of others, you will automatically lose the right to assessment in the ordinary exam period and will have to resit the subject area in the extraordinary exam period.

Taking the OSOE Test

To be eligible for the OSOE, it is essential to have completed the required hours at the internship center. If you have not completed the internship process, you will not be able to take the OSOE (and must take an extraordinary exam).

If a student passes the internship portion of the center and submits the required documents, but does not pass the OSOE, they must repeat the OSOE in an extraordinary exam.

7.2. Extraordinary exam period (resits)

If you do not pass the subject area in the ordinary exam period, you will need to resit it in the extraordinary exam period.

If you need to complete another placement in the extraordinary exam period, you will not be able to choose the specialist area, work placement centre, working hours or dates. In this case, placements will be assigned according to the work placement offers available at the time, and students will have to accept and respect the corresponding conditions. That is, the University cannot guarantee a placement in the specialist area chosen by the student nor under the same conditions as in the ordinary period.

To pass the subject area in the extraordinary exam period, you will need an average combined grade of a minimum of 5 on a scale of 0 to 10.

If you do not achieve a minimum weighted average grade of 5 for the work placement review and journal in the extraordinary exam period, you will have to re-enrol in the subject area in the next academic year. In this case, the extraordinary exam period grade would be the grade below 5 that was achieved in the assessment of the review and the journal, even if the final weighted grade for the four assessment areas is higher than 5.

If you do not achieve a minimum weighted average grade of 5 for the tutor assessment, you will have to re-enrol in the subject area in the next academic year. In this case, the extraordinary exam period grade would be the average grade below 5 that was achieved in the tutor assessment, even if the final weighted grade for the three assessment areas is higher than 5.

A number of rules are applicable to all students over the course of the subject area. If you do not abide by these rules, you will lose the right to assessment in the extraordinary exam period. As a result, you would have to re-enrol in the subject area in the next academic year. Don't forget to read these rules in *Annex 5: General regulations and key considerations*, and please follow them meticulously.

Both the work placement review and journal should be submitted on the internship assessment platform "UE_Evalua" (<https://uevalua.es/afus/acceso.aspx>), and they should be submitted together in a single pdf.

Any submissions outside of this platform, after the corresponding deadline or in any format other than the stipulated format will not be accepted. Any work submitted under these conditions will be graded 0.

If you submit work that is found to fully or partially plagiarise the work of others, you will automatically lose the right to assessment in the extraordinary exam period and will have to retake the subject area in the next academic year.

In all cases, the assessment concludes with recognition of your level of learning, which is expressed as a numerical grade in line with the provisions of the legislation in force.

If you do not achieve a minimum grade of 5 out of 10 in the extraordinary exam period, you will have failed the subject area and you will need to retake it in the next academic year, starting the whole process again.

8. TIMELINE

The timeline with delivery dates of assessable tasks in the subject area is indicated in this section:

The timeline for the Internship subject area is divided into three stages: Pre-placement, placement and post-placement.

Pre-placement stage (at the faculty)

This stage is really important for organising the work placements. At meetings, tutorials and/or learning sessions, both the specialist area coordinator and the faculty tutor will provide students with the necessary information in relation to the following points:

- Internship Regulations and all aspects of how the internships work.
- Description of the different specialist internship areas, focusing on the specific learning programmes in each area.
- Activities and workshops organised by the Careers Department aimed at increasing the chances of getting your first job.
- Collaborating organisations and their key characteristics in the pool of work placement offers.
- Roles and responsibilities of student interns (being observant, proactive, collaborating in tasks, etc.).
- Tasks to perform and codes of conduct that should be followed and observed in work teams at the internship centres.

It is essential that students submit all the documents required during this initial stage and that they follow all stages in the process.

The process is designed for everything to run smoothly and for you to benefit as much as possible from your work placement. However, this is only possible if you comply with the submission deadlines, regularly check the virtual campus and remain up to date with all subject area meetings and notifications. If you do not, you risk losing the right to choose a work placement centre and will have to do your placement at the centre assigned to you.

The essential documents to ensure that this process goes to plan, and which must be submitted on Canvas, are:

1. Your CV with a link to your LinkedIn profile, if applicable. If you do not have a LinkedIn profile, you are encouraged to register on the site and start building your network of professional contacts. Give your full name in the name of the file. Tutors at the work placement centres

may receive this CV. Save it as a pdf with the following file name: CV_your first name_your last name (e.g. CV_MARTÍN_Carlos).

2. Internship centre request form. You will need to fill in a form on Canvas to choose your internship centre, selecting 3 centres from the pool of partner centres.
3. Certificate confirming that you are not registered on the central sex offenders register in compliance with the legislation in force and the Universidad Europea internal regulations (Organic Law 1/1996 on the legal protection of minors, amended by Law 26/2015 of 28 July). As this process is dependent on the Ministry of Justice, there may be some delay in receiving the certificate, so we recommend applying for it in plenty of time. However, it is only valid for 3 months and most work placements begin on 28 January. Save it as a pdf with the following file name: CDS_certificate number_certificate date (e.g. CDS_198982182_12012018).
4. Annex to the internship agreement signed by the student, the University and the internship centre. It is essential to remember that the annex to the internship agreement must be signed by all three parties and submitted on Canvas before you can start your work placement. You will not be able to attend your work placement centre if this document is not submitted. Save it as a pdf with the following file name: Anexo_Convenio_your first name_your last name_academic year (e.g. Anexo_Convenio_MARTÍN_Carlos_2018).

Any documents that are not named as indicated in each of the examples above will not be accepted as they cannot be correctly filed in the document database.

Placement stage (at the internship centre)

When you start at the internship centre, your centre tutor will provide all the initial information about your placement and the activities you will perform.

Essentially, students will play one of two roles in any of their activities at the internship centre: observation (passive) or participation (active). In either case, feeling that you are a fully integrated member of the organisation will be one of your main objectives.

Post-placement assessment and reflection stage

After their placement, students must finish off the work placement review that they should have been working on during their placement. This review should follow the format and structure indicated in the Annex (Format for submission of the work placement review and reflective journal).

The work placement review should be written from a reflective and critical perspective, presenting and drawing on all your experiences at the centre.

Bear in mind the weighting of these two documents in the final grade and remember that you will need a grade of at least 5 out of 10 for these documents to pass the subject area, even if the combined weighted average grade for all parts of the assessment is higher than 5.

You will not pass the subject area by simply attending the internship centre and working hard while you're there: you'll also need to submit a work placement review and a reflective journal that meet the specific requirements set out in this guide.

The timeline may be subject to modifications for logistical reasons. Students will be informed of any changes in due time and course.

9. BIBLIOGRAPHY

There are no general sources of information recommended for internships. The set texts for the subject area are:

10. DIVERSITY AWARENESS UNIT

Students with special educational needs:

To ensure equal opportunities, curricular adaptations or adjustments for students with special educational needs will be outlined by the Diversity Awareness Unit (UAD, Spanish acronym).

As an essential requirement, students with special educational needs must obtain a report about the curricular adaptations/adjustments from the Diversity Awareness Unit by contacting unidad.diversidad@universidadeuropea.es at the beginning of each semester.

11. STUDENT SATISFACTION SURVEYS

Your opinion matters!

Universidad Europea encourages you to complete our satisfaction surveys to identify strengths and areas for improvement for staff, the degree and the learning process.

These surveys will be available in the surveys area of your virtual campus or by email.

Your opinion is essential to improve the quality of the degree.

Many thanks for taking part.

